Housing Authority of the City of Danbury
Main Office:
2 Mill Ridge Road, Danbury, CT 06811
203-744-2500 Tel
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MINUTES OF THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF THE CITY OF DANBURY
BOARD OF COMMISSIONERS
JANUARY 19, 2012

COMMISSIONERS PRESENT:
Raymond Yamin
Stan Watkins
James Zeh

STAFF PRESENT:
M. Carolyn Sistrunk
Michael Dapolite
Kevin Barry
Devin Luciano

ATTENDEES:
Floyd Banks
Paul DeLuca
Ruth Hoggard
Rose Morrison

CALL TO ORDER: The Regular Meeting of the Board of Commissioners for the Housing Authority of the City of Danbury was called to order at 5:33 PM at HACD Headquarters, 2 Mill Ridge Road, Danbury, Connecticut 06811. Upon motion, the meeting was called to order by Commissioner Yamin and seconded by Commissioner Zeh.

PUBLIC COMMENTS: NONE

APPROVAL OF MINUTES: The minutes of the December 15 and 27, 2011 Regular and Special Meeting respectively were unanimously approved upon motion by Commissioner Yamin and seconded by Commissioner Zeh.

CITY WIDE RESIDENT LEADERSHIP COUNCIL REPORT: Ms. Hoggard further reported that the Resident Council is focused upon three major initiatives: 1.) The Memorandum of Understanding with the Housing Authority and related policies and procedures; 2.) The upcoming resident leadership elections and the status of Annual Meeting (January, 2012).
AUTHORITY MANAGEMENT REPORT: the HACD’s Executive Director reviewed the Operational results for December, 2011.

FINANCIAL OPERATING STATEMENT: The financial statement for the November, 2011 operating period was unanimously accepted by the Board.

FOLLOW-UP OF DECEMBER 15, 2011 BOARD MEETING: NO ITEMS

RESOLUTIONS AND INFORMATIONAL ITEMS

A. RESOLUTION 969 authorizes the Executive Director to implement a Records Management and Records Disposition policy effective February 1, 2012. The resolution was unanimously adopted upon motion by Commissioner Watkins and seconded by Commissioner Yamin.

B. RESOLUTION 971 authorizes the Executive Director to execute a contract for IT services with The Computer company for a term of one year not to exceed $31, 512 with the option to renew for an additional two (2) years. The resolution was unanimously adopted upon motion by Commissioner Zeh and seconded by Commissioner Yamin.

C. RESOLUTION 972 ratifies the emergency noncompetitive procurement exercised by the Executive Director and authorizes the Executive Director to enter into an agreement with Casterline Associates, P.C for a total amount not to exceed fifty thousand ($50,000.00) commencing January 6, 2012 and ending on March 30, 2012 The resolution was unanimously adopted upon motion by Commissioner Yamin and seconded by Commissioner Zeh.

D. RESOLUTION 973 authorizes the Executive Director to write off and transfer to a collection agency 2011 vacated tenant account balances in accordance with applicable HACD, HUD and State of Connecticut policies and regulations the resolution was unanimously adopted upon motion by Commissioner Zeh and seconded by Commissioner Yamin.

VII INFORMATIONAL ITEM

The 2011 Public Safety Report was presented by Public Safety Director, Kevin Barry

VIII. CHAIRMAN'S REPORT - NONE

IX NEW BUSINESS - NONE

X. ADJOURNMENT - The adjournment (6:01 PM) of the Regular Meeting of the Board of Commissioners for the HACD was unanimously approved upon motion by Commissioner Watkins and seconded by Commissioner Zeh.
MINUTES OF THE REGULAR MEETING OF THE
HACD CORP
BOARD OF COMMISSIONERS
JANUARY 19, 2012

COMMISSIONERS PRESENT:

Raymond Yamin
Stan Watkins
                        James Zeh

STAFF PRESENT:
M. Carolyn Sistrunk
Michael Dapolite
Kevin Barry
                        Devin Luciano

ATTENDEES:
Floyd Banks
Paul DeLuca
Ruth Hoggard
                        Rose Morrison

CALL TO ORDER: The Regular Meeting of the Board of Commissioners for the HACD CORP was
called to order at 6:02 PM at HACD CORP Headquarters, 2 Mill Ridge Road, Danbury, Connecticut
06811. Upon motion, the meeting was called to order by Commissioner Yamin and seconded by
Commissioner Zeh.

PUBLIC COMMENTS: NONE

APPROVAL OF MINUTES: The minutes of the December 15 and 27, 2011 Regular and Special
Meeting respectively were unanimously approved upon motion by Commissioner Yamin and seconded by
Commissioner Zeh.

CITY WIDE RESIDENT LEADERSHIP COUNCIL REPORT: Ms Hoggard further reported that the
Resident Council is focused upon three major initiatives: 1.) The Memorandum of Understanding with the
Housing Authority and related policies and procedures; 2.) The upcoming resident leadership elections
and the status of Annual Meeting (January 2012).
AUTHORITY MANAGEMENT REPORT: the HACD’s Executive Director reviewed the Operational results for December, 2011.

FINANCIAL OPERATING STATEMENT: The financial statement for the November, 2011 operating period was unanimously accepted by the Board.

FOLLOW-UP OF DECEMBER 15, 2011 BOARD MEETING: NO ITEMS

RESOLUTIONS AND INFORMATIONAL ITEMS

A. RESOLUTION 133 authorizes the Executive Director to implement a Records Management and Records Disposition policy effective February 1, 2012. The resolution was unanimously adopted upon motion by Commissioner Zeh and seconded by Commissioner Watkins.

B. RESOLUTION 142 authorizes the Executive Director to execute a contract for IT services with The Computer company for a term of one year not to exceed $31,512.00 with the option to renew for an additional two (2) years. The resolution was unanimously adopted upon motion by Commissioner Watkins and seconded by Commissioner Yamin.

C. RESOLUTION 143 ratifies the emergency noncompetitive procurement exercised by the Executive Director and authorizes the Executive Director to enter into an agreement with Casterline Associates, P.C for a total amount not to exceed fifty thousand ($50,000.00) commencing January 6, 2012 and ending on March 30, 2012. Upon motion, the meeting was called to order by Commissioner Watkins and seconded by Commissioner Yamin.

D. RESOLUTION 144 authorizes the Executive Director to write off and transfer to a collection agency 2011 vacated tenant account balances in accordance with applicable HACD, and State of Connecticut policies and regulations. The resolution was unanimously adopted upon motion by Commissioner Watkins and seconded by Commissioner Zeh.

VII INFORMATIONAL ITEM

The 2011 Public Safety Report was presented by Public Safety Director, Kevin Barry

VIII. CHAIRMAN'S REPORT - NONE

IX NEW BUSINESS - NONE

X. ADJOURNMENT - The adjournment (6:18 PM) of the Regular Meeting of the Board of Commissioners for the HACD was unanimously approved upon motion by Commissioner Zeh and seconded by Commissioner Watkins.
MINUTES OF THE REGULAR MEETING OF THE
DHA CORP
BOARD OF COMMISSIONERS
JANUARY 19, 2012

COMMISSIONERS PRESENT:
Raymond Yamin
Stan Watkins
James Zeh

STAFF PRESENT:
M. Carolyn Sistrunk
Michael Dapolite
Kevin Barry
Devin Luciano

ATTENDEES:
Floyd Banks
Paul DeLuca
Ruth Hoggard
Rose Morrison

CALL TO ORDER: The Regular Meeting of the Board of Commissioners for the DHA CORP was called to order at 6:02 PM at DHA CORP Headquarters, 2 Mill Ridge Road, Danbury, Connecticut 06811. Upon motion, the meeting was called to order by Commissioner Yamin and seconded by Commissioner Zeh.

PUBLIC COMMENTS: NONE

APPROVAL OF MINUTES: The minutes of the December 15 and 27, 2011 Regular and Special Meeting respectively were unanimously approved upon motion by Commissioner Watkins and seconded by Commissioner Zeh.

CITY WIDE RESIDENT LEADERSHIP COUNCIL REPORT: Ms Hoggard further reported that the Resident Council is focused upon three major initiatives: 1.) The Memorandum of Understanding with the Housing Authority and related policies and procedures; 2.) The upcoming resident leadership elections and the status of Annual Meeting (January 2012).
AUTHORITY MANAGEMENT REPORT: the HACD’s Executive Director reviewed the Operational results for December, 2011.

FINANCIAL OPERATING STATEMENT: The financial statement for the November, 2011 operating period was unanimously accepted by the Board.

FOLLOW-UP OF DECEMBER 15, 2011 BOARD MEETING: NO ITEMS

RESOLUTIONS AND INFORMATIONAL ITEMS

REVISION

RESOLUTION 145 was added by a unanimous vote upon motion by Commissioners Watkins and second by Commissioner Zeh.

A. RESOLUTION 133 authorizes the Executive Director to implement a Records Management and Records Disposition policy effective February 1, 2012. The resolution was unanimously adopted upon motion by Commissioner Yamin and seconded by Commissioner Watkins.

B. RESOLUTION 142 authorizes the Executive Director to execute a contract for IT services with The Computer company for a term of one year not to exceed $31,512.00 with the option to renew for an additional two (2) years. The resolution was unanimously adopted upon motion by Commissioner Zeh and seconded by Commissioner Watkins.

C. RESOLUTION 143 ratifies the emergency noncompetitive procurement exercised by the Executive Director and authorizes the Executive Director to enter into an agreement with Casterline Associates, P.C for a total amount not to exceed fifty thousand ($50,000.00) commencing January 6, 2012 and ending on March 30, 2012. Upon motion, the meeting was called to order by Commissioner Watkins and seconded by Commissioner Yamin.

D. RESOLUTION 144 authorizes the Executive Director to write off and transfer to a collection agency 2011 vacated tenant account balances in accordance with applicable HACD, and State of Connecticut policies and regulations. The resolution was unanimously adopted upon motion by Commissioner Watkins and seconded by Commissioner Zeh.

E. RESOLUTION 145 authorizes the Executive Director to approve these funds for the emergency procurement of the Fire Panels at Ives Manor in the amount not to exceed Twenty Four Thousand Dollars ($24,000) upon CHFA’s approval.
VII INFORMATIONAL ITEM

The 2011 Public Safety Report was presented by Public Safety Director, Kevin Barry

VIII. CHAIRMAN'S REPORT - NONE

IX. NEW BUSINESS - NONE

X. ADJOURNMENT - The adjournment (6:01 PM) of the Regular Meeting of the Board of Commissioners for the HACD was unanimously approved upon motion by Commissioner Watkins and seconded by Commissioner Zeh.